



**Purchasing Office**

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**ADDENDUM NO 2  
FOR  
NICHOLLS STATE UNIVERSITY  
THIBODAUX, LOUISIANA  
05/13/2020**

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**SB01795 – Copier Management Program**

**Bid Due at 3:00 PM on 05/27/2020**

**Purpose of Addendum:**

**1) Provide revised specifications and Bid Form:**

Following this Page are:

Revised Specification's Nine - (9) Pages

Revised Bid Form Four - (4) Pages

Bidder Equipment Information Page – One (1) Page

RECEIPT OF ADDENDUM SHOULD BE ACKNOWLEDGED WITH THE RESPONSE TO THE BID.  
FAILURE TO ACKNOWLEDGE ADDENDA MAY BE CAUSE FOR BID NOT TO BE CONSIDERED.

Terry G. Dupre  
Director of Purchasing, Property Control  
and Support Services Administration

**SPECIFICATIONS  
NICHOLLS STATE UNIVERSITY  
COPIER MANAGEMENT PROGRAM  
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**I. SCOPE:** The University is requesting sealed bids to enter into a contract with a qualified vendor to supply copy machines to various departments, on the campus of Nicholls State University. The prices quoted shall be all-inclusive. The copy machines installed under this contract shall be a bundled rental, including all parts, hard drives, printer drivers, fax drivers, service, toner, installation, training and expendable supplies except for paper. This bid is solicited in order for the University to obtain office equipment at the most economical price possible.

The University will provide network access, phone system access, and will provide all and install all cabling to allow those features to be used.

The bidder has the option to submit a bid on new, rebuilt, reconditioned, or remanufactured equipment.

The bidder has the option to bid on a cost per copy basis only, or a minimum monthly rental allowance + overages.

**All Equipment should have a manufacture date of 2013 or after for rebuilt, reconditioned, or remanufactured equipment.**

All machines quoted shall be digital equipment with scan once print many technology and have the capability to be a multi-function machine to allow printing, and scanning. Faxing may also be included. Each copier shall meet the recommended monthly copy volume as required for the level to which it is being specified.

NOTE: Departments will not be required to use the print, scan or fax capabilities, although they are encouraged to do so. Departments will be notified that these options exist on the equipment and that they may choose to activate those options. It will be required that the machine be placed next to an existing network drop to prohibit additional expenses to the University for running a network line.

**II. CONTRACT TERMS:** This contract shall begin July 01, 2020 and end June 30, 2023. At the option of the University and acceptance by the vendor, this contract may be renewed for two (2) additional twelve (12) month periods (July through June) at the same prices and conditions. **This contract shall not exceed 60 months.**

The University reserves the right to the following:

- A) Add or delete copy machines by issuance of a written notice throughout the contract period in the event an additional copier is needed, or machines that are placed are no longer needed. Copiers that are added after the initial installation shall meet the original specifications for that level machine and be invoiced at the same rate of the bid response.
- B) To have any copy machine replaced that has continuous service problems and/or has unsatisfactory down time.



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All copiers under this contract should be placed no later than August 01, 2020. Copy machines may be placed prior to that date and may be utilized immediately. Existing machines will remain in place until replacement machines are provided in the event a new contractor is awarded this contract. The vendor shall coordinate installation of equipment with the University Purchasing Department.

**III. BID TERMS:** It is the intent of the University to award the contract to one vendor who supplies the lowest total bid for all machine categories for copiers and printers. No multiple awards shall be made. No minimum or maximum number of units or copies are guaranteed during the contract period. Contractor shall be paid at the cost per copy stated on the bid for on actual usage per month. If minimum copy volumes are bid, then the contractor shall be paid the monthly minimum rate per month plus additional copies made during that month, if any.

**IV. SPECIFICATIONS:** Below are the specifications of the equipment requested in this invitation to bid with estimated quantities at each segment. Initially the equipment will be assigned to departments based on the average monthly volume. Annually, actual volumes will be reviewed and if an assigned copier's average volume does not fall within the specified range, at the discretion of the University Purchasing Department, the copier may be switched to the copier for the appropriate level.

Copiers in Segment DI shall be required to be bundled with a multi vend coin op device, JMEX, Access 2000 (currently being used) or equivalent, that will accept dollar bills and coins. We request this as this is a public library and the general public, other than faculty, staff, and students who have a University Blackboard ID issue that may have stored funds, may need to use these devices to obtain a copy of a document in the library. These copiers are identified in the specifications. The vendor shall provide network capabilities to copiers if needed at the same cost per copy in the event network access to print directly to a copier is needed. Vendor shall supply software and training if required. University shall supply connections to network.

**BIDDER NOTE:** The University has a Blackboard transaction system that utilizes a card that can store funds. The University has provided card readers for the coin operated copy machines so that students may use their stored funds to make copies. The successful bidder shall be responsible for providing a coin-op device that will allow the connection of the card reader to the coin op device so that users may have the option of paying cash, coin, or use the card to make copies. The successful bidder shall provide all necessary harnesses and interfaces for connections of the copier, card reader, and coin op device.

**The University collects and retains all funds from coin op devices**

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The copy machines and coin op devices must interface with the University owned Blackboard Model CR3000 IP-Capable copy machine readers for ID Card purchases for copying. The successful bidder must supply the interface cable between the copy machine, coin mechanism, and CR3000 Reader. An interface cable (p/n 044- 042-040) with a DB15 male AMP connector is provided with the University Owned CR3000 and MF4100. The University owns the those readers and provides the maintenance for that equipment. The bidder can provide equipment that will communicate directly with the University Blackboard Transact system should the bidder's equipment be capable of doing so.

**DEPARTMENTAL COPIERS**

<u>Segment</u>	<u>Estimated No. of Machines Needed</u>	<u>Minimum *Required CPM</u>
Segment DI -( w/coin op) Segment DI - A	2	20+
Segment DII	29	20+
Segment DIU	12	30+
Segment DIV	19	30+
Segment DV (Color)	20	55+
	3	40+
Segment PI (Student Printing Black/White)	3	40+

\*Required CPM-Copies per minute – defines as the number of copies of a single 8.5" X 11" original that can be made in a minute

Annual total copy volume and monthly average were calculated using data from the period 01/2019 – 12/2019. This volume is not guaranteed.

Note: Copy volumes have been impacted for the months of March 2020 and April 2020 as a result of the University's adjusted work requirements due to COVID19.

**EQUIPMENT MINIMUM SPECIFICATIONS**

**Segment DI: (2 required) Annual Volume all machines 1,454**

- 20+PPM/Letter, Legal, 11X17, 2-500 Sheet paper trays, by-pass feed, access control coin op, dollar changer, Blackboard connected (vendor to supply harness – University to supply card swipe) 11 x 17 copier glass for book copying.

Coin op device shall be capable of making change from coins or dollar bills. Also, coin op cabinet must cover paper trays and have lock to deter theft of paper and coins. Coin op device must have all required connections, harnesses and interfaces) to attach to the existing Blackboard transaction readers provided by the University for the machines. The current models of card readers used are the Blackboard CR3000 and the MF4100. Vendor may provide equipment that communicates directly with the University's Blackboard Transaction system.



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**COPY MACHINE MINIMUM SPECIFICATIONS**

**Segment DI-A: (29) Required Annual Volume all machines 204,984**

20+PPM or 40 PPM, Desktop and cabinet, 2-250 sheet paper trays, copy-print-scan-fax, document feeder, full duplex, reduction, enlargement, by-pass. Similar to Lexmark Xm1145). Fax option is standard with the current equipment in place.

**Segment DII: (12) Required Annual Volume all machines 83,604**

30+PPM, letter, legal, 11X17, 2-500 sheet paper trays plus by-pass, multi position stapler, finisher, stand, copy-print-scan-duplex-fax, document feeder. Similar to Ricoh Mp3351. Fax option will be required to be installed upon request.

**Segment DIII: (19) Required Annual Volume all machines 887,472**

30+PPM, letter, legal, 11X17, 2-500 sheet paper trays plus by-pass, multi position stapler finisher, stand, copy-print-scan-duplex-fax, document feeder. Similar to Ricoh Mp3352. Fax option will be required to be installed upon request.

**Segment DIV: (20) Required Annual Volume all machines 2,123,076**

55+PPM, letter, legal, 11X17, at least 2-paper trays, 100 sheet capacity, multi position stapler finisher, copy-print-scan-fax, duplex document feeder. Similar to Ricoh Mp3352. Fax Option will be required to be installed upon request.

**Segment DV: (3) Required Annual Volume all machines**  
**Bk-42,204 Color 33,876**

40+PPM Color & Black, letter, legal, 11X17, 4-paper trays, 2000 sheet capacity, multi-position stapler finisher with hole punch, postscript, copy-print-scan-fax. Similar to Ricoh MpC5502. Fax Option will be required to be installed upon request.

**Segment PI: (4) Required Estimated Annual Volume all machines**

**200,000**

20+PPM or 40 PPM, Desktop and cabinet, 1-500 sheet paper tray with lock, copy-print, document feeder, full duplex, reduction, enlargement, by-pass. Similar to Lexmark XM3150)

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**V. Student Printing Segment PI:**

In January 2020, the Student Government Association established a free student printing program that allows every student to print or copy up to 40 pages at no cost using the student's Blackboard account. The Student Government Association funds the machines and pays the per print/copy cost, or minimum cost plus overages.

This is a bundled rental, the same as the copiers, including all parts, hard drives, printer drivers, fax drivers, service, toner, installation, training and expendable supplies except for paper. SGA monitors the equipment and maintains the paper supply. SGA will also replace the toner that is provided by the vendor.

Equipment is located at the following on campus locations:

- One (1) in Library
- One (1) in Ayo Hall
- One (1) in Brady Apartment Complex
- One (1) in the Bollinger Memorial Student Union

The estimate of the prints or copies to be made are 40 per student X and estimate of 6,000 students for a total estimated print/copy count of 240,000 annually. Note this is not a guaranteed amount and this print/copy may increase or decrease.

The Student Government Association is advertising this program to the students.

This program may expand to allow students to print/copy more pages per student at no cost, or may become a hybrid program where the student may have a certain number of prints/copies at no charge and then have the ability to print/copy for a fee per print/copy.

The vendor shall provide a print/copy software system, similar to Paper Cut, that will allow the student to make prints/copies from the equipment located on campus. The University will provide the access to the campus network and the University will allow access to the Student Blackboard system.

Copying: Currently, the student may make a copy by pressing start on the current equipment, then login with the Student's NSU ID and Password (their Moodle Login), press the copy button on the screen, place the original in the feeder of the machine, and press the start key. The count of the copy is deducted from the allotted amount on the Student's blackboard account.



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Printing: Similarly, the student may print from the equipment by logging into the NSU Wireless Network from the device of their choice and print from the printing site. At that time, the student hits the download button, clicks allow and close. Then the Student access their settings, general, profiles and choses the mobility print of the software being used.

The student then clicks install and enters their PIN to install the app. At that time, the student will have the ability to open any document, webpage, email., etc. to print. The student then selects the upload button, and choses print to the printer of their choice.

Finally, the student hits start on the device they chose, logs in with their NSU login (their Moodle Login), then chooses prints and the print job, selecting Ok to print it.

Please note that this is the current system being used. Any similar system that achieves the goal of the student printing/copy program established by the SGA will be acceptable.

**VI. EQUIPMENT ORDERS, INSTALLATION, TRAINING AND REMOVAL:**

All installations and removals of copiers shall be authorized by the Nicholls State University Purchasing Department only. Orders to install or remove copiers shall be completed within 30 calendar days. Installations shall include complete users' training and conclude with properly functioning equipment. The cost of these services shall be included in the cost per copy or per print. All installation cost shall be included even when stairs, additional equipment, etc. is required. The successful bidder shall receive the department names and room numbers where the copiers and printers are to be placed once bid is awarded.

**VII. SERVICE:**

Included in the bid price is the cost for service determined to be necessary by the University including preventative maintenance, emergency calls, parts, labor and all other charges required to keep the copiers and printers fully operational and maintained in good working order.

Expected response time is six (6) hours. The response time only includes working hours. It is expected that the response time and completion time shall be the same except when parts are not on hand and this shall be documented.

Expected service completion time is eight (8) hours. Service completion is defined as the time from the point the call is placed until the particular problem is resolved.

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Re-occurring problems (3 or more times) with a particular machine may result in a detailed review of the problem. Once a solution is determined and implemented, if the problem reoccurs the copier shall be replaced if requested by the University Purchasing Department within 30 days.

**VIII. SUPPLIES AND PARTS:**

All supplies and parts, except for paper, including replacement parts, i.e. toner, developer, fuser oil, binder tape, drums, blades, organic photo conductors, safety retrofits, rollers, belts, corona wires, copy board glass, sensors, lenses, lubricants, PM kits, software, programming, emergency calls including staples and staple wire if applicable, hard drives, and fax board are to be supplied by the vendor and included in the bid price submitted by the vendor. (NOTE: Not every machine has the capability to scan or fax. Departments are encouraged to utilize the machine as a multi-function device but are not required to do so. Some departments utilize the scan, print, and fax options and bidders should be prepared to provide those options to those department currently utilizing them, and for those departments who may request these functions in the future. High levels of parts and supplies shall be in inventory at all times. The bidder is responsible for the performance and compatibility of the supplies to the equipment. Unopened supplies shall be returned to the bidder at the end of the contract.

**IX. TRAINING:** The vendor shall supply training to all departments when machine is installed. All costs for training shall be included in the cost per copy.

**X. ADMINISTRATIVE REQUIREMENTS:**

- a) One monthly invoice detailing the monthly copy count and monthly copy costs for the actual number of copies used for each departmental copier under this contract. Service copies shall be deducted.
- b) Invoice shall be sent to the University Purchasing Department no later than 30 days after receiving the meter readings.
- c) Example of billings to be provided and approved by the University Purchasing Department.

**XI. ATTACHMENTS TO BID: (Should be submitted with bid)**

- a) Literature for each model of copier/printer equipment included in the bid that documents features available and that the copier meets specifications in section IV as well as electrical and space requirements, stating the manufacture date for the machines being quoted.
- b) Manufacturer Certificate stating that service and supply dealer is an authorized dealer for the equipment included in the bid.

**XII. COPY VOLUME HISTORY:** Invoices may be viewed by visiting the University Purchasing Department on the campus of Nicholls State University, Room 104 Elkins Hall.



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**XIII. SITE VISIT:** A site visit may be scheduled by contacting Terry Dupre, Director of Purchasing, Property Control, and Support Services Administration (985) 448-4031.

**XIV. INSURANCE REQUIREMENTS:**

The successful vendor shall provide the University Purchasing Department with a certificate of insurance per the attached "Standardized Insurance Requirements for State of Louisiana Contracts" prior to installation of equipment. The certificate shall name Nicholls State University as an additional insured and grant a waiver of subrogation.

**XV. TERMINATION FOR CONVENIENCE:** The University may terminate the Contract at any time by giving thirty (30) days written notice to the Contractor.

**XVI. TERMINATION FOR CAUSE:** The University may terminate this Contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Contract; provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or thereafter proceeded diligently to complete such correction, then the University may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the University to comply with the terms and conditions of this contract; provided that the Contractor shall give the University written notice specifying the State's failure and a reasonable opportunity for the state to cure the defect.

**XVII. FISCAL FUNDING CLAUSE:** The continuation of this contract shall be contingent upon the appropriation of funds to fulfill the requirements of the contract by the Legislature. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract, the contract shall become null and void on the date of the beginning to the succeeding fiscal year from the one in which the contract was initiated. If the contractor fails to provide the necessary services described in this specification at any time during the contract period, the University reserves the right to cancel this contract by issuance of a thirty (30) day written notice.

**XVIII. NONASSIGNABILITY:** No contractor shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the University. This provision shall not be construed to prohibit the contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the University

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- XIX. AUDITORS:** It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all accounts of contractor which relate to this contract.
- XX. DISCRIMINATION CLAUSE:** The contractor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.
- XXI. Bid Form Instructions:** Bidder has the opportunity to bid cost per copy only for all equipment segments, OR monthly minimum for all equipment segments plus overages, or a combination of both, cost per copy on some segments and monthly minimum plus overages on the other equipment segments.

**Bid Calculations – Cost per copy.  $A \times B = C$  Estimated Total Annual Cost.** When bidding on a cost per copy, then insert your price in the cost per copy section A and multiply that cost by the estimated annual volume in section B to calculate the estimated total annual cost of that segment in section C

**Bid Calculations - When bidding a monthly minimum, the bidder shall:**

- A)** Insert the price per copy in section A
- B)** Insert the monthly minimum number of copies allowed in section B
- C)** Multiply the cost per copy by the monthly minimum amount by to calculate an annual cost per machine  **$C = A \times B$**
- D)** This section provides the number of the machines in the segment inserted by the University
- E)** This section provides the total monthly minimum cost for all machines by multiplying Section C (Minimum cost per machine per month) X Section D (Number of Machines Required).  **$E = C \times D$**
- F)** This section provides the total annual minimum cost for all machines by multiplying E (Total Monthly Minimum Cost All Machines) X 12 months  **$F = E \times 12$**

**OVERAGES CALCULATIONS – DO NOT COMPLETE THIS SECTION IF THE ANNUAL TOTAL NUMBER OF COPY ALLOWANCE EXCEEDS THE ANNUAL ESTIMATED TOTAL OF COPIES IN SECTION H**

- G)** Calculate the Total Annual Number of Minimum copies allows by multiplying section B X the number of Machines X 12 Months.  **$F = B \times \# \text{ of machines} \times 12$**
- H)** This section provides the estimated annual of copies for the segment inserted by the University
- I)** This section calculates the estimated overages for the segment. To calculate this figure Subtract Section G from Section H.  **$I = H - G$**
- J)** This section calculates the total estimated annual cost for overages by multiplying Section A (Cost per copy) X I Estimated Annual Overages for Copies Made for this segment.  **$J = A \times I$**
- K)** This section calculates the total annual estimated cost for the monthly minimums, plus the total estimated overages, to calculate the bid price. This is done by adding Section F (Total Annual Minimum Cost for All Machines) + Section J ( Total Estimated Annual Cost for Overages)  **$K = F + J$**



BID FORM  
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Bid Item 1:                    SEGMENT DI - 2 required - Estimated Annual Total Copies 1,454

Cost per copy bid	
A - Cost Per Copy Price	B - Estimated Annual Total of Copies
\$	X                    1,454
	=                    \$

OR Monthly Minimum Bid

Monthly Minimum Calculation						Overages Calculation (If ANY) Based on estimated annual total number of copies for this segment DO NOT COMPLETE THIS SECTION IF SECTION G IS GREATER THAN SECTION H					K
A	B	C	D	E	F	G	H	I	J		
	Number of copies allowed per month (Monthly Minimum)	Minimum Cost per machine per month = A X B	Number of Machines Required	Total Monthly Minimum Cost All Machines	Total Annual Minimum Cost All Machines = E X 12 Months	Total Annual Number of Monthly Minimum Copies Allowed = B X 2 Machines 12 Months	Estimated Annual Copies to be made for this segment	Estimated Annual Overages for copies made for this Segment = H - G	Total Estimated Annual Cost for Overages = A X I	Total Annual Estimated Cost for Monthly Minimums + Total Estimated Cost for Overages = F + J	
Cost Per Copy Price											
\$	X	= \$	X	= \$	X 12 Months = \$		1,454	=	\$	\$	

Bid Item 2:                    SEGMENT DIA - 29 required - Estimated Annual Total Copies 204,984

Cost per copy bid	
A - Cost Per Copy Price	B - Estimated Annual Total of Copies
\$	X                    204,984
	=                    \$

OR Monthly Minimum Bid

Monthly Minimum Calculation						Overages Calculation (IF ANY) Based on estimated annual total number of copies for this segment DO NOT COMPLETE THIS SECTION IF SECTION G IS GREATER THAN SECTION H				K
A	B	C	D	E	F	G	H	I	J	K
Cost Per Copy Price	Number of copies allowed per month (Monthly Minimum)	Minimum Cost per machine per month = A X B	Number of Machines Required	Total Monthly Minimum Cost All Machines	Total Annual Minimum Cost All Machines = E X 12 Months	Total Annual Number of Monthly Minimum Copies Allowed = B X 29 Machines 12 Months	Estimated Annual Copies to be made for this segment	Estimated Annual Overages for copies made for this Segment = H - G	Total Estimated Annual Cost for Overages = A X I	Total Annual Estimated Cost for Monthly Minimums + Total Estimated Cost for Overages = F + J
X			29		X 12 Months =		204,984		\$	\$



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Bid Item 3:                    **SEGMENT DII - 12 required - Estimated Annual Total Copies 86,604**

Cost per copy bid		
A - Cost Per Copy Price		B - Estimated Annual Total of Copies
\$	X	86,604
		=
		\$

OR Monthly Minimum Bid

Overages Calculation (If ANY)										
Monthly Minimum Calculation						Based on estimated annual total number of copies for this segment DO NOT COMPLETE THIS SECTION IF SECTION G IS GREATER THAN SECTION H				
A	B	C	D	E	F	G	H	I	J	K
Cost Per Copy Price	Number of copies allowed per month (Monthly Minimum)	Minimum Cost per machine per month = A X B	Number of Machines Required	Total Monthly Minimum Cost All Machines	Total Annual Minimum Cost All Machines = E X 12 Months	Total Annual Minimum Copies Allowed = B X 12 Machines 12 Months	Annual Copies to be made for this segment	Estimated Annual Overages for copies made for this Segment = H - G	Total Estimated Annual Cost for Overages = A X I	Total Annual Estimated Cost for Monthly Minimums + Total Estimated Cost for Overages = F + J
X		\$	X	12	\$	X 12 Months =	86,604	=	\$	\$

Bid Item 4:                    **SEGMENT DIII - 19 required - Estimated Annual Total Copies 887,472**

Cost per copy bid		
A - Cost Per Copy Price		B - Estimated Annual Total of Copies
\$	X	887,472
		=
		\$

OR Monthly Minimum Bid

Overages Calculation (If ANY)										
Monthly Minimum Calculation						Based on estimated annual total number of copies for this segment DO NOT COMPLETE THIS SECTION IF SECTION G IS GREATER THAN SECTION H				
A	B	C	D	E	F	G	H	I	J	K
Cost Per Copy Price	Number of copies allowed per month (Monthly Minimum)	Minimum Cost per machine per month = A X B	Number of Machines Required	Total Monthly Minimum Cost All Machines	Total Annual Minimum Cost All Machines = E X 12 Months	Total Annual Minimum Copies Allowed = B X 19 Machines X 12 Months	Annual Copies to be made for this segment	Estimated Annual Overages for copies made for this Segment = H - G	Total Estimated Annual Cost for Overages = A X I	Total Annual Estimated Cost for Monthly Minimums + Total Estimated Cost for Overages = F + J
\$	X	= \$	X	19	= \$	X 12 Months =	\$	887,472	=	\$



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Bid Item 5: **SEGMENT DIV - 20 required - Estimated Annual Total Copies 2,123,076**

Cost per copy bid

A - Cost Per Copy Price		B - Estimated Annual Total of Copies		C - Estimated Total Annual Cost A X B
\$	X	2,123,076	=	\$

OR Monthly Minimum Bid

Overages Calculation (If ANY)										
Monthly Minimum Calculation						Based on estimated annual total number of copies for this segment DO NOT COMPLETE THIS SECTION IF SECTION G IS GREATER THAN SECTION H				
A	B	C	D	E	F	G	H	I	J	K
	Number of copies allowed per month (Monthly Minimum)	Minimum Cost per machine per month = A X B	Number of Machines Required	Total Monthly Minimum Cost All Machines	Total Annual Minimum Cost All Machines = E X 12 Months	Total Annual Number of Monthly Minimum Copies Allowed = B X 20 Machines X 12 Months	Estimated Annual Copies to be made for this segment	Estimated Annual Overages for copies made for this Segment = H - G	Total Estimated Annual Cost for Overages = A X I	Total Annual Estimated Cost for Monthly Minimums + Total Estimated Cost for Overages = F + J
Cost Per Copy Price										
\$	X	= \$	X 20	= \$	X 12 Months = \$		2,123,076	=	\$	\$

Bid Item 6: **SEGMENT DV - 3 required - Estimated Annual Total Copies Black 42,204 Color 33,876**

Cost per copy bid

A - Cost Per Copy Price-BK		B - Estimated Annual Total of Copies		C - Black Estimated Total Annual Cost A X B
\$	X	42,204	=	\$
A - Cost Per Copy Price-Color		B - Estimated Annual Total of Copies		C - Color Estimated Total Annual Cost A X B
\$	X	33,876	=	\$

Estimated Total Annual Cost = (C - Black Estimated Total Annual Cost) + (C - Color Estimated Total Annual Cost) \$

OR Monthly Minimum Bid

Overages Calculation (If ANY)										
Based on estimated annual total number of copies for this segment DO NOT COMPLETE THIS SECTION IF SECTION G IS GREATER THAN SECTION H										
Monthly Minimum Calculation										
A	B	C	D	E	F	G	H	I	J	K
	Number of copies allowed per month (Monthly Minimum)	Minimum Cost per machine per month = A X B	Number of Machines Required	Total Monthly Minimum Cost All Machines	Total Annual Minimum Cost All Machines = E X 12 Months	Total Annual Number of Monthly Minimum Copies Allowed = B X 3 Machines X 12 Months	Estimated Annual Copies to be made for this segment for Black	Estimated Annual Overages for copies made for this Segment = H - G	Total Estimated Annual Cost for Overages = A X I	Total Annual Estimated Cost for Monthly Minimums + Total Estimated Cost for Overages = F + J
Cost Per Copy Price										
\$	X	= \$	X 3	= \$	X 12 Months = \$		42,204	=	\$	\$



BID FORM  
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Bid Item 6: SEGMENT DV - 3 required - Estimated Total Annual Copies Black 42,204 Color 33,876

Continued

Monthly Minimum Calculation						Overages Calculation (IF ANY) Based on estimated annual total number of copies for this segment DO NOT COMPLETE THIS SECTION IF SECTION G IS GREATER THAN SECTION H					
A	B	C	D	E	F	G	H	I	J	K	
Cost Per Copy Price	Number of copies allowed per month (Monthly Minimum)	Minimum Cost per machine per month = A X B	Number of Machines Required	Total Monthly Minimum Cost All Machines	Total Annual Minimum Cost All Machines = E X 12 Months	Total Annual Number of Monthly Minimum Copies Allowed = B X 3 Machines 12 Months	Estimated Annual Copies to be made for this segment for Color	Estimated Annual Overages for copies made for this Segment = H - G	Total Estimated Annual Cost for Overages = A X I	Total Annual Estimated Cost for Monthly Minimums + Total Estimated Cost for Overages = F + J	
\$	X	= \$	X	= \$	X 12 Months = \$		33876	=	\$	\$	
						Estimated Total Annual Cost = (K - Black Estimated Total Annual Cost) + (K- Estimated Total Annual Cost)					
						Estimated Total Annual Cost = (K - Black Estimated Total Annual Cost) + (K- Estimated Total Annual Cost)				\$	

Bid Item 7: SEGMENT PI - 4 required - Estimated Annual Total Copies 200,000

Cost per copy bid		
A - Cost Per Copy Price		B - Estimated Annual Total of Copies
\$	X	200,000
		= \$

OR Monthly Minimum Bid

Monthly Minimum Calculation						estimated annual total number of copies for this segment DO NOT COMPLETE THIS SECTION IF				
A	B	C	D	E	F	G	H	I	J	K
Cost Per Copy Price	Number of copies allowed per month (Monthly Minimum)	Minimum Cost per machine per month = A X B	Number of Machines Required	Total Monthly Minimum Cost All Machines	Total Annual Minimum Cost All Machines = E X 12 Months	Total Annual Number of Monthly Minimum Copies Allowed = B X 4 Machines X 12 Months	Estimated Annual Copies to be made for this segment	Estimated Annual Overages for copies made for this Segment = H - G	Total Estimated Annual Cost for Overages = A X I	Total Annual Estimated Cost for Monthly Minimums + Total Estimated Cost for Overages = F + J
\$	X	= \$	X	= \$	X 12 Months = \$		200,000	=	\$	\$

BID SUBMITTED BY: \_\_\_\_\_ # \_\_\_\_\_, # \_\_\_\_\_, # \_\_\_\_\_

NAME OF FIRM: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ACKNOWLEDGEMENT OF ADDENDA. # \_\_\_\_\_, # \_\_\_\_\_, # \_\_\_\_\_  
Bidders should acknowledge addenda on this bid form. Failure to acknowledge addenda may be cause for bid not to be considered



**SPECIFICATIONS**  
**NICHOLLS STATE UNIVERSITY COPIER**  
**MANAGEMENT PROGRAM**  
**BIDDER EQUIPMENT INFORMATION**  
**PAGE 1 OF 1**

IT IS THE INTENT OF THE UNIVERISTY TO AWARD THE BID TO ONE VENDOR WHO SUBMITS THE LOWEST TOTAL ESTIMATED ANNUAL COST FOR ALL EQUIPMENT AT ALL LEVELS.

THE ESTIMATED ANNUAL AND MONTHLY COPY/PRINT VOLUME FIGURES AND THE NUMBER OF MACHINES ARE USED ONLY TO ESTIMATE THE TOTAL NUMBER OF COPIES/PRINTS USED AND ASSIST IN THE BID AWARD. THE ESTIMATED MONTHLY COPY/PRINT VOLUME FIGURES AND THE NUMBER OF MACHINES STATED SHOULD NOT BE CONSTRUED AS A GUARANTEE.

MANUFACTURER AND MODEL NUMBER OF EQUIPMENT QUOTED AT THE ABOVE STATED PRICES:(Specification sheets should be included with bid response)

SEGMENT DI:                      Manufacturer: \_\_\_\_\_

Model No.: \_\_\_\_\_

SEGMENT DI-A:                      Manufacturer: \_\_\_\_\_

Model No.: \_\_\_\_\_

SEGMENT DII.                      Manufacturer: \_\_\_\_\_

Model No. \_\_\_\_\_

SEGMENT DIII.                      Manufacturer: \_\_\_\_\_

Model No. \_\_\_\_\_

SEGMENT DIV.                      Manufacturer: \_\_\_\_\_

Model No. \_\_\_\_\_

SEGMENT DV:                      Manufacturer: \_\_\_\_\_

Model No.: \_\_\_\_\_

SEGMENT P1:                      Manufacturer: \_\_\_\_\_

Model No.: \_\_\_\_\_

COIN OP DEVICE:                      Manufacturer: \_\_\_\_\_

Model No. \_\_\_\_\_